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CITY OF HOUSTON

Job Posting

Applications accepted from: ALL PERSONS INTERESTED

SR. INVENTORY MANAGEMENT CLERK Job Classification

Posting Number PN# 106885

SOLID WASTE MANAGEMENT Department

Division **MAINTENANCE**

Section NΑ

Reporting Location **5617 NECHES** Workdays & Hours M- F, 8 a.m. - 5 p.m.*

*Subject to change

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<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>
Ensures adherence to City and State guidelines for acquisition, storage, distribution, maintenance and dispositions of inventory and associated records. Assists in creating, revising or implementing procedures and guidelines for storage and inventory control. Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory, etc. Transports parts to/from various locations. May assist with moving and loading of surplus property. Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices purchase orders, packing slips, specifications, etc. Prepares purchase request forms for parts, material and supplies for stock as needed. Forecasts and identifies trends to maintain a current inventory of materials in-house and on order. Maintains storerooms, warehouses and storages areas in a clean, orderly, safe and secure condition. Ensures safety and security of materials, supplies and property. Arranges for maintenance and repair of large equipment and machinery. May perform minor maintenance. Monitors tools, parts and equipment issued to and returned by workers.

WORKING CONDITIONS 10

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The positions may involve routine exposure to soiled materials and light chemical substances such as cleaning solution.

MINIMUM EDUCATIONAL REQUIREMENTS 11

Requires a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS 12

Two (2) years of experience in inventory control, materials management, or record keeping experience are requires, as in the comparison of numbers and simple facts in selecting the correct action.

MINIMUM LICENSE REQUIREMENTS 13

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving. (AP2-2)

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PREFERENCES
Class "B" CDL preferred.

SELECTION/SKILLS TESTS REQUIRED None 15

SAFETY IMPACT POSITION ■Yes □ No 16

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 12 5 Biweekly \$20,514 - \$27,430 Annually \$789 - \$1055 Biweekly

18 **OPENING DATE** September 21, 2005 19 **CLOSING DATE** September 27, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer